

### Job Description – Head of Department

<b>Post Title</b>	<b>Head of Department / Subject Co-ordinator</b>
<b>Location</b>	<b>Norwood School</b>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To support the senior team in leading and managing the school</li> <li>• To be accountable for working with, leading, managing, supporting and monitoring all members of the department team (teaching and support staff) in their curriculum role in order to secure effective leadership and management of the department and high standards of staff performance</li> <li>• To develop and enhance the teaching practice of others</li> <li>• To ensure curriculum provision and developments are appropriately broad, balanced, relevant and differentiated and are in accordance with school policy and any national or local guidance</li> <li>• To raise standards of pupil attainment, achievement and behaviour for learning within the department</li> <li>• To be accountable for promoting, monitoring and supporting pupil progress and development within the department</li> <li>• To effectively manage and deploy human, financial and physical resources within the department</li> </ul>
<b>Reporting to</b>	Senior team line manager
<b>Liaising with</b>	The Headteacher and other leadership Team members, Head of Faculty, other teachers, relevant support staff, LA consultants, Governors and parents
<b>Working time</b>	As detailed in the School Teachers' Pay and Conditions Document
<b>Salary</b>	TLR tier 2b
<b>Operational / Strategic Planning at school and curriculum area level</b>	<ul style="list-style-type: none"> <li>• To support the aims and ethos of the school and build, communicate and implement a shared vision making use of all means of communication</li> <li>• To participate in whole school planning and policy making through membership of the curriculum teams and the middle leaders' team as appropriate</li> <li>• To ensure that school policies are implemented, monitored and consistently adhered to within the department</li> <li>• To consult members of the department in policy making</li> <li>• To represent department views, concerns and interests</li> <li>• To work with colleagues to formulate and implement an improvement plan for the department which has objectives, targets with timed achievement and strategic actions that are coherent and demonstrate relevance to the needs of the pupils and to the priorities of the school.</li> <li>• To review the department improvement plan during the course of the year with members of the department and the Faculty and to provide the Headteacher with information on this review in the required format</li> <li>• To implement the specialist school development plan as appropriate</li> </ul>

	<ul style="list-style-type: none"> <li>● To provide reviews / reports as required including for governors, LA officers and external agencies</li> <li>● To maintain accurate and up to date information concerning the department including provision of a handbook and evidence portfolio</li> <li>● To produce information relevant to the school cycle of planning and review</li> <li>● To complete statistical returns and other questionnaires as required</li> <li>● To personally meet deadlines set and to ensure members of the curriculum team do so as well</li> <li>● To lead change and innovation with a creative spirit</li> <li>● To contribute to whole school marketing by collecting appropriate material for press releases / school newsletter</li> <li>● To promote the subject at open evenings / days</li> <li>● To liaise with other relevant individuals, governors, organisations and agencies</li> <li>● To ensure effective communication with parents</li> </ul>
<p><b>Teaching and Learning</b></p>	<ul style="list-style-type: none"> <li>● To be a role model for teaching, setting high expectations, developing pedagogy, pupil's learning styles and a climate for learning</li> <li>● To establish common standards of practice within the department and develop the effectiveness of teaching and learning</li> <li>● To ensure all members of the department are familiar with its aim, objectives, policies and plans</li> <li>● To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department</li> <li>● To take responsibility for the day-to-day management, control and operation of the curriculum programme within the department</li> <li>● To ensure schemes of work and lesson plans are in place to support the provision of the curriculum programme</li> <li>● To promote the school's specialism of Performing and Visual Arts through the curriculum and where relevant as a specialist subject within the specialist school development plan</li> <li>● To observe lessons to give advice (to both the team member and the leadership team) on the quality of teaching and to support the professional development of team members</li> <li>● To ensure that all team members participate in the school's procedures for lesson preparation, planning and evaluation</li> <li>● To ensure that all team members participate in the school's procedures for marking, assessment, recording and reporting</li> <li>● To keep abreast of developments within the subject area, teaching practice and methodology and initiatives at a local, national and global level</li> <li>● To ensure that all support staff within the department operate effectively to support learning and teaching</li> <li>● To use, recognise and promote the importance of new technologies</li> <li>● To communicate a positive image of the department and the school</li> <li>● To play a key role in fostering an orderly environment, including providing support for other members of the department, which is supportive of teaching and learning</li> </ul>

	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a teacher as set out in the Teachers' Pay and Conditions Document</li> </ul>
<b>Leadership and Management of Personnel</b>	<ul style="list-style-type: none"> <li>• To participate in the interview process for teaching and support staff posts where required and to ensure effective induction of new staff in line with school procedures</li> <li>• To be responsible for the day to day management of staff within the department and act as a positive role model</li> <li>• To delegate tasks appropriately and fairly</li> <li>• To support, guide, coach, mentor and motivate team members</li> <li>• To ensure teachers have as varied a teaching experience as the curriculum can offer and their qualifications allow</li> <li>• To identify staff development needs and liaise with the senior member of staff responsible for CPD to meet those needs</li> <li>• To take responsibility for own personal development liaising with both the senior team line manager and the person responsible for CPD if different</li> <li>• To participate in the school's ITT programme as required</li> <li>• To use lesson observations and work sampling in order to give advice, guidance and encouragement to staff on their practice and to share good practice across the team</li> <li>• To advise the Headteacher in writing references, assessing threshold, upper spine progression, promotion and induction where required</li> <li>• To ensure appropriate support for staff when covering classes of absent teachers</li> <li>• To chair department meetings and maintain a record of these</li> <li>• To ensure effective communication and consultation with members in relation to whole school issues</li> <li>• To heighten a common purpose and shared vision amongst the team</li> </ul>
<b>Involvement in and accountability for performance management</b>	<ul style="list-style-type: none"> <li>• To line manage a number of team members</li> <li>• To participate in performance management and undertake reviews and objective setting for staff within the department</li> <li>• To set challenging objectives which promote pupil progress and staff professional development</li> <li>• To identify development needs which reflect school, departmental and individual aspirations</li> <li>• To ensure that the performance of all team members demonstrates that they are capable of carrying out their roles</li> <li>• To promote team work and to motivate staff to ensure effective working relations</li> </ul>
<b>Pupil Outcomes</b>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of monitoring systems</li> <li>• To make a contribution to the discussions on target setting within the curriculum area and to work towards the achievement of the targets set</li> <li>• To oversee pupil examination entries ensuring these are appropriate, accurate and on time and to engage efficiently with the Examinations Officer</li> <li>• To maintain accreditation with the relevant examination and validating body</li> </ul>

	<ul style="list-style-type: none"> <li>• To review the outcomes of examinations and to evaluate with members of the department, the Head of Faculty and the senior team line manager, the effectiveness of the department's work</li> <li>• To actively monitor, evaluate and follow up pupil progress throughout each key stage</li> <li>• To seek and implement modifications and improvement when required</li> <li>• To make use of analysis and evaluate performance data provided, taking appropriate action to secure improvement</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• To manage the delegated budget to meet the aims of the department improvement plan</li> <li>• To be responsible for the efficient and effective deployment of all members of the team</li> <li>• To ensure that health and safety policies and practices, including risk assessments are in line with national, local and school requirements</li> <li>• To be responsible for ensuring the provision of an appropriate, comprehensive, high quality and value for money curriculum programme</li> </ul>
<b>Pastoral</b>	<ul style="list-style-type: none"> <li>• To act as a form tutor when required and to carry out the duties associated with that role as outlined in the generic job description</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and pupils to follow this example</li> </ul>

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and not part of it may be so construed. In allocating time to the performance of duties and responsibilities the post-holder must have due regard to the paragraphs relating to working time in the Teachers' Pay and Conditions Document

This job description is not necessarily a comprehensive definition. It will be reviewed annually.

Signed:

Date: